

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: STAFF SERVICES MANAGER III

POSITION: DEPUTY DIVISION CHIEF, DIVISION OF ENGINEERING SERVICES (DES)

SALARY: \$6334 - \$6984

LOCATION: SACRAMENTO

FINAL FILING DATE: MAY 31, 2006

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Engineering Services, CEA III, the Staff Services Manager III (SSM III) serves as the Deputy Division Chief, DES is responsible for providing administrative services to approximately 2,000 employees statewide. The Deputy Division Chief exercises direct control and supervision over a large administrative and multi-disciplinary staff within the offices of Human Resources, Business Services for DES facilities, Budget Management as well as Technical Reports and Publications. The incumbent directly supervises the manager of each office, has overall responsibility for the five offices' performance and efficiency, and has the ultimate responsibility for the highest level decisions in Administrative Services. Responsibilities include, but are not limited to:

- Manages and directs staff in five offices within Administrative Services: Office of Business Services (Farmers Market Plaza and Transportation Laboratory (TransLab), Human Resources, Budget Management, Technical Resource Center (Reports and Publications Library), and Equal Employment Opportunity (EEO).

- As a DES Management Board member, establishes and implements policies, procedures and evaluation criteria with the other DES Deputy Division Chiefs. Provides policy direction and guidance on administrative issues that cross functional lines. Serves as the DES Division Chief's point of contact for highly sensitive administrative issues, which may involve other state agencies. Advises and consults with the DES Division Chief and the DES Deputy Division Chiefs on a variety of policies, procedures and guidelines regarding the Division's budget, health and safety, security, labor relations, staff management, EEO, Title VI, Post and Bid, disciplinary guidelines and processes, various personnel issues, DES' Student Assistant Program, the Department's Student Engineer Mentor Program, Conflict of Interest, hazardous materials and waste management, Youth Aid Program and compliance with California Occupational Safety and Health Administration (Cal-OSHA) regulations.
- Budget responsibilities include responsibility for Administrative Services subdivision's budget of more than \$5 million, covering operating expenses and personal services dollars allocated to DES for Capital Outlay Program support costs which include: fuel; postage; freight; Regional Transit Passes/Tickets; utilities; facility operations; ongoing operations and chiller inspection; moving companies; copiers; plotter paper; toner and repairs; reasonable accommodations; professional licenses fees; DES TransLab office supplies; and DES Farmers Market's stockroom supplies and moving costs. Works with the Budget Management Branch to coordinate projected allocations and expenditures for Administrative Services within the categories of statewide corporate needs, specialized needs, DES off-the-tops items, extraordinary needs and line items. Develops the DES resource target plan in concert with the Deputy Division Chiefs to determine how allocated resources will be spread throughout the Division. Prepares the annual DES Personnel Year Allocation Plan and Budget Change Proposals. Also, responsible for ensuring the encumbrance of multi-million dollar funds to implement such projects as the Sacramento Transportation Laboratory Mitigation Plan, replacement and repair of the dynamic test site, five-year capital outlay plan for lab and facilities, and hydraulic pump building.
- Meets and consults with division management from the Office Chief level up through the Division Chief, DES, concerning the division's budget, human resources, business services and Technical Publication delivery of services to DES customers and ensures that services rendered are compatible with Administrative Services' customers needs and are consistent with management expectations of performance and timeliness. Also, meets, consults and conduct business with vendors, service providers, representatives from headquarters' divisions, local agencies, and other state departments, including the Department of General Services. Acts as the responsible authority for all of DES Administrative Services functions as noted above and represents DES whenever the Division's policies and procedures are reviewed or questioned. Ensures that the Division incorporates prudent and efficient business practices and that Administrative Services are managed with the goal of maximum return for dollars expended.
- Develops and conducts various special projects and all administrative projects that the DES assigns; implements approved decision documents; represents DES at high-level meetings such as the Deputy District Administrator Committee meeting. Conducts field evaluations in the Farmers Market Plaza complex and various leased facilities to ensure health and safety issues are addressed and take corrective actions as needed. Develops administrative service's business plan and performance measures in support of the Department's strategic plan.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.); **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and Department's goals and policies; governmental functions and organization at the State and local level; Department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of public and business administration including fiscal, personnel management, procurement guidelines and budgetary procedures.
- Demonstrated experience with managing complex programs and multi-disciplinary staff.

- Demonstrated knowledge of position management procedures.
- Demonstrated knowledge of recruitment and hiring efforts.
- Demonstrated knowledge of decision documents.
- Demonstrated aptitude to effectively resolve sensitive personnel issues, including grievances with both internal and external entities including, EEO, Labor Relations, the Division of Human Resources and unions.
- Demonstrated ability to develop business plans and performance measures in support of the Department's strategic plan.
- Demonstrated ability to provide oversight on the procurement, receipt, storage, production and removal of hazardous material and waste products safely and legally.
- Demonstrated ability to analyze changes in legislation and departmental policy.
- Demonstrated ability to effectively contribute to the Department's EEO objectives.
- Demonstrated knowledge of the Department's annual EEO Plan.
- Demonstrated experience with California Public Records Act requests.
- Demonstrated knowledge of the Department's five-year capital outlay infrastructure plan.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **May 31, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Regina Stovall
Division of Engineering Services
1801 30th Street MS 9-5/6JA
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.